

**CLASSIFICATION:** LAW ENFORCEMENT TRAINING SPECIALIST III

**Class Code:** 5645-27

**Date Established:** 08-17-12

**Occupational Code:** 7-3-3

**Date of Last Revision:**

**Exempt Status:** Exempt

**BASIC PURPOSE:** To administer Agency activities and Bureaus within the procedures and guidelines established for the New Hampshire Police Standards and Training Council.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Reports and advises the Director on operational problems, recommends appropriate responses, discusses solutions and carries out corrective actions as necessary.
- Manages and supervises all agency Bureaus and assigned staff, including the establishment and approval of work hours, review and approval of leave usage, performance evaluations and recommendations of action for disciplinary issues.
- Evaluates programs for efficiency and effectiveness and prepares and implements changes as necessary to insure proper performance to include the addition of new programs or changes or elimination of existing ones.
- Performs duties of Law Enforcement Training Specialist IIs during staff absences.
- Instructs classes in both the recruit academy and in-service police and correctional training.
- Reviews and approves Agency expenditures and monitors revenue activity to ensure necessary funding is available for Agency programs and activities.
- Prepares and approves the Agency budget including the planning, presentation and monitoring of capital projects, purchase and surplus of agency equipment and asset monitoring. Monitors financial activities of the Agency including budget review, revenue collection, payroll approval, and Agency liabilities.
- Researches, prepares documents, and represents the agency at the Council, Governor and Executive Council, Budget and Legislative meetings and hearings.
- Acts in place of the Director during his/her absence, or as directed with management authority to represent the agency in all situations and binding authority to enter into contracts and agreements.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in analyzing and interpreting data, policy, and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

**Knowledge:** Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

**Impact:** Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organizational goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

**Supervision:** Requires delegating supervisory or program responsibilities to subordinate managers, with overall accountability for hiring employees or approving program policies. The supervisor in this position assumes responsibility for an organizational unit, including developing long-range plans, analyzing staffing requirements, and formulating system wide policies and procedures.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires reviewing summaries and reports and making decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

**Complexity:** Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

**Independent Action:** Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with major study in police science, criminal justice, education, criminology, or police administration. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Five years' experience as a Law Enforcement Training Specialist I or II or experience developing, coordinating or instructing law enforcement training programs. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** Must possess certification as a Police or Correctional Officer by the New Hampshire Police Standards and Training Council.

#### **SPECIAL REQUIREMENTS:**

1. Must be able to do strenuous physical work including running, strength training, wrestling, self-defense tactics, aerobic exercises, firing all types of firearms, driving emergency vehicles on a skid pad at the edge of control, standing, sitting and lifting.
2. Must pass physical fitness testing each year based upon the testing standards required of active law enforcement officers as established in RSA 188-F:27 III.

**RECOMMENDED WORK TRAITS:** Knowledge of staff supervision and business administration. Knowledge of the Council's organizational structure, daily operations, and overall policy and mission guidelines. Knowledge of criminal justice training in areas such as rehabilitation, counseling and treatment. Knowledge of recent court decisions applied to criminal justice. Knowledge of methods of apprehension and arrest of suspected law violators. Knowledge of prisons and methods of supervision of prisoners. Knowledge of federal and state community organizations dealing with criminal justice and rehabilitation of prisoners. Knowledge of teaching techniques, methods, materials, and equipment, and the subject matter relating to law enforcement education. Skill in interviewing. Skill in coordinating efforts of different level agencies. Ability to evaluate operations, make recommendations, and report findings to the Director. Ability to make financial calculations and develop and prepare organizational budgets. Ability to communicate effectively. Ability to speak to groups. Ability to supervise others and to coordinate Agency operations. Ability to understand and interpret written policy and to enforce compliance by oneself and subordinates. Ability to maintain harmonious relationships with law enforcement personnel, elected officials, the general public and the staff of the Police Standards and Training Council. Ability to write clearly and concisely, and to speak effectively before groups. Ability to conduct independent research and studies directed toward the improvement of law enforcement training areas. Ability to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.